

Wedding Application

For Trinity Christian Centre Church Members only

IMPORTANT

- Wedding held in Trinity Christian Centre must be solemnized & officiated by a TCC Pastor.
 - The church may, for valid reasons, recommend that a couple postpones their wedding.
 - The church may, for valid reasons, decide not to conduct the solemnization and/or the wedding.
 - Do not confirm your wedding date till you have received the church's blessing to proceed.
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PREPARATION

1. **Please meet your district pastor before you make any financial commitments towards the wedding or the purchase of a home.**
2. Preparation for your marriage should start **at least 1 year** before your planned wedding date.
3. Your wedding and/or solemnization application is subject to the approval of your district pastor.
4. Upon the approval, the confirmation of wedding date is dependent on the availability of the following:
 - Solemnizer
 - Church facilities

PRE-REQUISITES

5. Water baptism (both parties) and church membership (at least one party)
6. Completed Before You Say "Yes" course

This course is conducted by TENet. Sign up for this course at least **1 year** before your planned wedding date. **You are strongly encouraged to attend this course before you apply for your flat, purchase a home or make any wedding-related bookings.**

To register for this course, sign up at the Information Counter. For more information, please call our TENet administrative staff at 63047702 or email tenet@trinity.org.sg.

APPLICATION FOR CHURCH WEDDING

7. Completing the Application Form

- **Section A is compulsory**
- For **Full Wedding** (*i.e. Solemnization and Wedding Blessing on the same day*): **fill up Sections B (excluding Part 4) & D**
- For **Wedding Blessing only** (*i.e. already solemnized*): **fill up Sections B & D**
- For **Solemnization only**: **fill up Section C.**
- After you have completed, **submit Sections A & B and C (if relevant)**

APPLICATION FOR MARRIAGE LICENCE

8. Apply for the marriage license through the Registry of Marriages (ROM) at least **1 and a half months before** your wedding date.
9. Check the ROM website: www.rom.gov.sg to apply for the marriage license.

Once the notice of marriage is filed, the marriage can be solemnized anytime after the **21-day notice** and before the 3-month validity period.

ENQUIRIES

Queries

- Pre-approval Application
- Post-approval Facilities

Who To Contact

Email: cod@trinity.org.sg
Tel: 63047704

Email: emoadmin@trinity.org.sg
Tel: 63047788

APPENDICES FOR REFERENCE

Appendix 1: Marriage Vows

Appendix 2: Ring Vows

Appendix 3: Key Helpers Job Description

Appendix 4: Sample of Wedding Bulletin

Section (A): Particulars of Bride & Groom

(Compulsory)

1. Particulars of Groom

NRIC/PP/BC No: _____

Name (as in NRIC): _____

Tel: (H) _____ (O) _____ (HP) _____

Address: _____

Email: _____ Age: _____ Date of birth: _____

District: _____ Carecell: _____

1.1 Spiritual Background

- a. When were you saved? _____ (dd/mm/yy)
- b. Are you attending church regularly? **Y / N**
- If yes, which church & how long? _____
 - If TCC, are you a registered member? **Y / N** Membership no.: _____
- c. Are you water baptised? **Y / N**
- If yes, when? _____ (dd/mm/yyyy)
 - By immersion? **Y / N**
- d. Are you baptised in the Holy Spirit? **Y / N**
- If yes, when? _____ (dd/mm/yyyy)

2. Particulars of Bride

NRIC/PP/BC No: _____

Name (as in NRIC): _____

Tel: (H) _____ (O) _____ (HP) _____

Address: _____

Email: _____ Age: _____ Date of birth: _____

District: _____ Carecell: _____

2.1 Spiritual Background

a. When were you saved? _____ (dd/mm/yy)

b. Are you attending church regularly? **Y / N**

▪ If yes, which church & how long? _____

▪ If TCC, are you a registered member? **Y / N** Membership no.: _____

c. Are you water baptised? **Y / N**

▪ If yes, when? _____ (dd/mm/yyyy)

▪ By immersion? **Y / N**

d. Are you baptised in the Holy Spirit? **Y / N**

▪ If yes, when? _____ (dd/mm/yyyy)

3. Have both of you attended & completed BYSY? **Y/N** Date completed: _____

4. Address and contact number after marriage:

Address: _____

Tel: (H) _____

Section (B): Wedding Details

The wedding ceremony will be held in:

- Church (*Proceed to fill up Part 1 and other portions that are relevant*)
- Other location (*please specify*): _____
(*Proceed to fill up Part 2 and other portions that are relevant*)

Wedding Date: _____ Time of ceremony: _____

Rehearsal Date: _____ Time: _____

Note:

Rehearsal for wedding held in Church is on the Thursday night, (7.30-9.30pm) prior to the wedding day. If there is a change, you will be informed.

Part 1: Booking of Church Facilities:

1.1 Preferred Wedding Dates:

- Avoid scheduling your wedding on a public holiday.

1st Preference (DD/MM/YY): _____ 2nd Preference (DD/MM/YY): _____

1.2 Venue and Duration of booking:

- The church facilities are offered free of charge for Registered Church Members.
- **No consumption of alcoholic beverages in church facilities.**
- Tables and chairs are not provided for reception.
- Should your wedding be held on Saturday at The Summit, caterer/logistic company must clear food, tables and chairs by 1.30pm.
- The Video (only 1 camera), Sound and RGB systems are to be operated by approved volunteers only. If there is no volunteer available for the video system, the church will not be able to provide this service. **A love offering of \$100 is to be given to each volunteer.**

Venue	Day	Duration
Chapel @ Adam (max 350 pax)	Sat	9am - 2pm
	Sun	2pm - 5pm
Partitioned Auditorium @ Adam (max 500 pax)	Sat	9am - 2pm
	Sun	2pm - 5pm
Meeting Place @ Adam	Sat	9am - 2pm
	Sun	2pm - 7pm
Chapel @ PL (min 400 pax)	Sat	9am - 2pm
	Sun	2pm - 5pm

Venue	Day	Duration
Theatrette 1 @ PL (max 300 pax)	Sat	9am - 2pm
	Sun	2pm - 5pm
Theatrette 2 @ PL (max 450 pax)	Sat	9am - 2pm
	Sun	2pm - 5pm
The Summit @ PL	Sat	8.30am – 12.30pm
	Sun	2pm - 7pm
The Roof Top @ PL (max 250 pax)	Sat	9am - 3pm
	Sun	2pm - 6pm

Please indicate your venue for booking:

- Chapel @ Adam Chapel @ PL The Summit @ PL
 Partitioned Auditorium @ Adam Theatrette 1 @ PL The Roof Top @ PL
 Meeting Place @ Adam Theatrette 2 @ PL

1.3 Musical Instruments

Request to use: Yes No

Name of musician(s)	Musical Instrument(s)

Your District/Zone Pastor will revert to you on the outcome of your request.

1.4 Traffic Marshals and Car Park Lots for Trinity@ Adam

Very Important Notes:

- Provide at least 4 traffic marshals to direct traffic.
- **Appoint an I/C who must be briefed prior to the wedding day by a church staff from the Estate Management Office.**
- Limited car park labels will be given for parking at TCC. (Only 16 lots are available.)
- Guests with car park labels are to park on surface lots.
- Cars without car park labels are to be directed to Arcadia Road.
- The above information should be in your wedding invitation cards.

(Map with directions to Arcadia Rd can be obtained from the Estate Management office.)

Part 2: Name of Witnesses

Witness for groom:

Name (as in NRIC): _____

NRIC/PP/BC No: _____

Witness for Bride:

Name (as in NRIC): _____

NRIC/PP/BC No: _____

Part 3: Additional Information

Expected number of guests: _____

Name of coordinator: _____

Contact: (H) _____ (O) _____ (HP) _____

Marriage Vow No: _____ Ring Vow No: _____

Unity Candle: Yes / No

Part 4: Details of Solemnization (if you are already solemnized)

Date of Solemnization: _____ Marriage Certificate No: _____

Venue: _____

Important:

- If the Church is solemnizing your wedding, please collect the **“SOLEMNIZER CONSENT FORM”** from the church at least **2 months** before the solemnization. This form has to be handed to ROM for the collection of your marriage certificates.
- Do arrange for the collection of the kneeling rail & wedding bag prior to your wedding rehearsal if applicable.
- Please consult your Pastor for the approval of the bridal gown.

Groom's signature & date

Bride's signature & date

Section (C): Solemnization Only

1. Date of Solemnization: _____
2. Time of Solemnization: _____
3. Marriage Vow No.: _____
4. Ring Vow No.: _____
5. Expected number of guests: _____
6. Centre preferred: Trinity@Adam Trinity@PL

** Please note that if your solemnization is conducted within TCC premises, you will be informed of the venue allocated by the church office.*

Groom's signature & date

Bride's signature & date

2. People involve in Wedding:

<u>Role</u>	<u>Name & contact number</u>
1. Coordinator	: _____
2. Solemnizing Minister	: _____
3. Officiating Minister	: _____
4. Master of ceremonies	: _____
5. Interpreter	: _____
6. Groom's Witness	: _____
7. Bride's Witness	: _____
8. Best Man	: _____
9. Bridesmaid (optional)	: _____
10. Flower Girl (optional)	: _____
11. Page Boy or Ring Bearer	: _____
12. Chief Usher	: _____
13. Ushers	: _____
14. Guest Registrars	: _____
15. Special item <i>(only applicable to outside facilities)</i>	: _____
16. Musicians	: _____
17. Sound/ RGB Coordinator	: _____
18. Photographer	: _____
19. Videographer	: _____
20. Sanctuary Decorator	: _____
21. Food Coordinator	: _____
22. Logistics Coordinator	: _____
23. Traffic Marshals (at least 4)	: _____
24. Banquet/Technical IC <i>(only applicable to outside facilities)</i>	: _____

Take Note:

1. Rehearsal will be held on the Thursday (7:30pm - 9:00pm) before the wedding ceremony. However, if it is on other days, please check with your pastor on his/her availability. *(Do note that the availability of the facilities will also be a factor.)*
2. **These people must be present for the rehearsal: No. 1, 4-12, 15-19, 22 & 23, groom's & bride's parents. For No. 5, 18,19 do check with pastor prior to rehearsal for attendance.**
3. **Traffic Marshal I/C to acquire instructions for directing traffic and parking of cars prior to wedding.**
4. Love offering for church-recommended/appointed helpers: Please check with your pastor.

Appendix 1 – Marriage Vows

Selection 1

Groom: In God's Perfect will and in the presence of these friends, I take you..... to be my wife, to love, honour, and respect from this day forward, even forever. I promise to provide for you, protect, and defend you as God shall make me able. I will strive without ceasing to edify, encourage, and instruct you according to the command of the Lord Jesus Christ. With the love God has so freely manifested in me I shall endeavor to give likewise this same affection to you. I vow my life to you, trusting in the providence of God, the power of the Holy Spirit, and the authority of the Lord Jesus Christ, in whom all things hold together.

Bride:, I take you to be my husband and give to you all that I am and have. Through the power and grace of our Lord Jesus Christ I promise to love you with all of my being; to honour, respect, and esteem you above all things, submitting to your loving leadership in all things as unto Christ. I will comfort and care for you, endeavoring always to encourage and edify you. As we are blessed of God with children, I will strive to bring them up in the love of God, instructing them in His ways. As Jesus Christ is the most important person in our lives because He gives us life, I will seek to help you attain the stature and fullness of Christ as we serve Him together, from this day forward and throughout eternity.

Selection 2

Groom:, this day before God and these witnesses, with deepest joy, I receive you into my life to be one with you in marriage. As Christ is to the church, so by the grace of God, I will be to you a loving and faithful husband, living my life for you, yet always exercising my headship over you even as Christ does over me. By the power of the Holy Spirit within me, I will fulfil all my responsibilities to you so that the love and righteousness of our Lord Jesus Christ might be manifested in our marriage.

Bride:, this day before God and these witnesses, I commit myself to you in marriage, knowing that God meant us for each other. I accept my responsibility to submit to you as the head of our household as a service to the Lord. By the power of the Holy Spirit within me, I will fulfil my obligations, realizing that our relationship is exclusive of all others and is permanent in the sight of God, and I will strive to become one person with you.

Selection 3

Groom: I,, take you,, to be my wedded wife. And I do covenant and promise, before God and these witnesses to be your loving and faithful husband; In plenty and in want, in joy and in sorrow; in sickness and in health; as long as we both shall live.

Bride: I,, take you,, to be my wedded husband; And I do covenant and promise, before God and these witnesses to be your loving and faithful wife; In plenty and in want; in joy and in sorrow; in sickness and in health; as long as we both shall live.

Selection 4

Groom: I,, take thee,, to be my wedded wife, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish as long as we both shall live, according to God's holy ordinance, and thereto I pledge thee my love.

Bride: I,, take thee,, to be my wedded husband, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish as long as we both shall live, according to God's holy ordinance, and thereto I give thee my love.

Selection 5

Groom: I,, take you,, to be my wedded wife. With deepest joy I receive you into my life, that together we may be one. As Christ is to the church, so I will be to you - a loyal, sacrificial husband always performing my headship over you, even as Christ does over me. I promise you my deepest love and tender care. No matter where the Lord may lead us, I pledge you my life, as a loving and faithful husband.

Bride: I,, take you,, to be my wedded husband. With deepest joy I enter my new life with you. As is the church in her relationship to Christ, so I will be to you. I submit myself to your headship as to the Lord. I will live for you, loving you, learning from you, and seeking to please you. I pledge you my life as a loving, obedient, and faithful wife.

(Optional)

That like Ruth, I may say, "Whither thou goest, I will go; where thou lodgest, I will lodge; thy people shall be my people; and thy God my God."

Selection 6

Groom:, this day before God as our witness, and these friends, I receive you into my life to be one with you in marriage. As Christ loves the church and gave Himself for her, so I give myself for you to be a loving, faithful, and godly husband. As Christ is head of the church and is responsible for her, so this day, by the grace of God, I assume full responsibility for you, not only materially, but also physically, emotionally, and spiritually. You are the most important person in my life next to the living Christ. I count you as a gift from God and as an answer to prayer. I will rely totally and completely on the work of the Holy Spirit in our lives to ensure that the Lord Jesus Christ is manifested in our marriage.

Bride:, this day before God and these witnesses, I take you to be my husband, and I give to you all that I am and have. I regard you as an answer to my prayers. You are the one God has chosen for me to complete. I submit myself to your headship as unto the Lord. Through the power and grace of Jesus Christ, I promise to love you with all of my being, to honour, respect, and esteem you above all others. I will comfort and care for you, endeavoring always to encourage and edify you. As we are blessed of God with children, I will strive to bring them up in the love and wisdom of God. As Jesus Christ is the most important person in our lives because He gave us life, I will seek to help you attain the stature and fullness of Christ as we serve Him together.

Appendix 2 – Ring Vows

Selection 1

Groom: I, give you this ring, as a token of my love, and I pledge you my loyalty and devotion as long as we both shall live.

Bride: I,give you this ring, as a token of my love, and I pledge you my loyalty and devotion as long as we both shall live.

Selection 2

Groom:, as a symbol of our new relationship with Christ and each other, I give you this ring, that you may wear it until the Father calls either of us to heaven.

Bride:, as a symbol of our new relationship with Christ and each other, I give you this ring, that you may wear it as long as we both shall live.

Selection 3

Groom:, as God has demonstrated throughout history His relationship with man giving a token as a sign of His covenant with man, so I too give you this ring as a token of my new relationship with you.

Bride:, just as Christ gave to us the bread and the wine to confirm His new covenant with us, so I give to you this ring to confirm our new covenant. Wear this ring, as long as we both shall live in remembrance of our new relationship with one another.

Selection 4

Groom: “With this ring I thee wed, with loyal love I thee endow, and all my worldly goods with thee I share, in the name of the Father, the Son and Holy Spirit. Amen.”

Bride: “With this ring I thee wed, with loyal love I thee endow, and all my worldly goods with thee I share, in the name of the Father, the Son and Holy Spirit. Amen.”

Appendix 3 – Key Helpers Job Description

1. COORDINATOR

1.1 Before Rehearsal

- a. Arrange to pick up the kneeling rail for Holy Communion and the unity candle stand from the church.
- b. Arrange for a table for signing of marriage certificate and unity candle stand
- c. Prepare 3 candles and a lighter for the unity candle segment (if applicable)
- d. Ensure that the following people are contacted and reminded to be present for the rehearsal at least 15 minutes before the scheduled time:
 - Master of Ceremony (MC)
 - Interpreter (if applicable)
 - Best Man
 - Bridesmaid
 - Chief User and Ushers
 - Musicians
 - Flower girl
 - Page Boy
 - Ring bearer
 - Decorator,
 - Photographers
 - Videographers,

1.2 During Rehearsal

- a. Ensure that the kneeling rail and the table are set up and in position.
- b. Arrange for the table to be covered with tablecloth/skirting.
- c. Arrange the following items (wherever applicable) neatly on the table:
 - Marriage Certificate
 - Unity Candle stand and 3 candles
 - Wick holder
 - Lighter
 - Pen
 - Communion cup & plate
- d. Brief photographers/videographers that in no circumstances are they to be on stage or block the movements of the whole ceremony.
- e. Note the order of ceremony and run it in consultation with the Pastor.
- f. Take note of the timing to signal for Chief Usher to escort the groom's parents to seat. Thereafter, to escort bride's mother in.
- g. Take the cue from the MC's announcement for congregation to welcome the bride and coordinate the entry of the following people in this order:
 - Page boy
 - Flower girl(s)
 - Bridesmaid(s)
 - Bride escorted by the father
- h. Take note of all the comments and suggestion given by the pastor and ensure that they are followed through for the wedding.
- i. Discuss with the wedding couple the order of photo-taking, decorations, receptions, etc for the wedding ceremony to run smoothly.
- j. Keep the kneeling rail and unity candle stand before leaving the facility.

1.3 Wedding Day

1.3.1 Before the ceremony commence

- a. Ensure that the people in **1.1.d** contacted and reminded to be at present at least 1 hour before scheduled time.
- b. Ensure that the decorations are nicely done.
- c. Ensure that the kneeling rail and the table are set up and in position.
- d. The table to is covered with table cloth/skirting. Arrange the following items (wherever applicable) neatly on the table:
 - Marriage Certificate
 - Unity Candle stand and 3 Candles
 - Wick holder
 - Lighter
 - Pen
 - Communion cup filled with juice & bread/wafers on the plate
- e. Coordinate the setting up of guest registration counter and the ushers' duties.

1.3.2 During the ceremony

- a. At the appointed time, signal for Chief Usher to escort the groom's parents to seat. Thereafter, to escort bride's mother in.
- b. When most guests have arrived, arrange for the bride to be present at the entrance. The guests should not be kept waiting for more than 30 minutes after scheduled time. (Ensure that bride is veiled.)
- c. Note the order of ceremony and take charge.
- d. Listen to the MC's announcement for congregation to stand to welcome the bride, control timing of entry of the following in this order:
 - Page boy
 - Flower girl(s)
 - Bridesmaid(s)
 - Bride escorted by the father

1.3.3 After the Ceremony

- a. Direct the couple to the reception table after appreciating their guests.
- b. Assist the couple in giving out appreciation gifts to workers involved in the ceremony.
- c. Assist couple during photo-taking.
- d. Before leaving the facility, ensure that the kneeling rail and the unity candle stand is kept and arranged for them to be returned to Church.

1. MASTER OF CEREMONY (MC)

For both rehearsal and actual day

- a. Be present 30min before the scheduled time. Check the sound system with the presence of the sound coordinator.
- b. Discuss with the pastor about his script and note the order of service.
- c. To make announcements and lead worship. After the worship announce the arrival of the bride.
- d. At the pastor's signal, guide the ring-bearer to walk up the stage.
- e. During communion, pass the emblem to the pastor.
- f. While the couple is partaking communion, discreetly remove the chair and the marriage certificate and arrange the items for the unity candle segment.
- g. After the unity candle segment, take both cushions from the kneeling rail and place in the center of the stage.
- h. After the ceremony, announce with regards to the reception and photo-taking.

If a Reception / Dinner follow the ceremony:

- a. Give thanks for the food.
- b. Announce the following at the appropriate time:
 - cutting of cake
 - couple to give toast and make speeches (optional)
 - different groups of guests to take photos with the couple

2. CHIEF USHER

During rehearsal and actual day:

- a. Be present 30min before the scheduled time.
- b. Escort parents in at the signal of the coordinator.
- c. Escort the witnesses up the stage for the signing of the marriage certificate.
- d. Escort the mothers up the stage for the unity candle segment.

If a Reception / Dinner follow the ceremony:

- a. Ensure that tables are properly identified.
- b. Coordinate duties of all ushers.
- c. Coordinate guests' registration counter.

Appendix 4 – Sample of Wedding Bulletin

THE HOLY MATRIMONY
OF
<BRIDEGROOM'S NAME> & <BRIDE'S NAME>
ON
<DATE>
AT
<VENUE>

ORDER OF SERVICE

MUSICAL PRELUDE
SONGS OF WORSHIP
PROCESSIONAL
EXHORTATION
SOLEMNIZATION (OR BLESSING) OF MARRIAGE
EXCHANGE OF VOWS
EXCHANGE OF RINGS
SIGNING OF MARRIAGE (OR BLESSING) REGISTER
HOLY COMMUNION
UNITY CANDLE
(OPTIONAL)
FORMAL BLESSING
RECESSIONAL

NOTE:

1. *Remove any item that is not in the order of service.*
2. *Do not assign names to the Order of Service.*
3. *Inform guests without car park labels to park at Arcadia Rd, if held in Trinity@Adam. Do include map of Arcadia Rd.*